

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



TOWER APPLICATION

Date of application _____

Property Owner's Name _____

Address _____

Proof of Ownership: Attach copy of deed ____ (check)

Applicant's Name _____

Address _____

Applicant's Phone Number _____

Cell Phone Number _____

Property to be considered: _____
Tax ID Number _____

Location: _____

Type of Tower: _____

Signature of Applicant _____

Signature of Owner _____

A public hearing will be conducted by the County Planning Commission on:

_____ Date

_____ Time

_____ Place

The Planning Commission is the final approval entity for the Development Permit which authorizes issuance of all associated construction permits. The Development Permit expires one (1) year from the date approved unless a building permit application is submitted and approved or an extension(s) of the development permit is granted upon written request.

1. Fill out complete form and checklist.
2. Date for public hearing will be supplied when you return the form.
3. Notice by Certified Mail of the public hearing is required to be sent to all property owners within 500 feet of the perimeter of the development site. Attach a copy of the certified list of said property owners obtained from the Property Appraiser's Office. Planning Office will determine number of letters to be mailed and the fee (see fee schedule).

Tower Site Development Review Checklist

This checklist is designed to help you meet all the requirements for development review. If you have further questions about any of the requirements, please contact the Jefferson County Planning Department at (850) 342-0223.

<u>General Plan and Development Review Requirements</u>		√
1. A scaled site plan clearly indicating the location, type and height of the proposed tower, adjacent roadways, proposed means of access, elevation drawings of the proposed tower and any other structures, topography, and other information deemed by the County to be necessary to assess compliance with this Ordinance.		
2. Legal description of the parent tract and leased parcel (if applicable).		
3. The setback distance between the proposed tower and boundary line of the parent tract and/or road.		
4. The location of all towers and antennas within a two (2) mile radius of the location of the proposed tower.		
5. Map of the service area of coverage for existing and proposed towers indicating gaps and/or overlays of coverage.		
6. When required to screen on-ground equipment and/or buildings from offsite visibility, include a landscape plan indicating appropriate landscape materials.		
7. Method of fencing and if applicable, the method of tower camouflage and illumination.		
8. A notarized statement by the applicant as to whether construction of the tower will accommodate collocation of additional antennas for future users.		
9. Identification of the entities providing the backhaul network for the tower(s) described in the application and other wireless sites owned or operated by the applicant in the County.		
10. List of Land Owners within 500 feet: Certified list from the Property Appraiser must be submitted with the application.		
11. Environmentally Sensitive Areas Map: A map must be submitted depicting all land within 500 feet containing environmentally sensitive areas. Environmentally sensitive areas include shoreline protection zones, lakes, streams, and wetlands. If proposed development is within 100 feet of any of these areas, see LDC Sec. 2.05.05		
12. Topographic Map		
13. FIRM Map Location		